DISTRICT OF COLUMBIA COURTS
POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 03-03-024E	OPENING DATE: 08-07-03	OPEN UNTIL FILLED	OPEN TO ALL CANDIDATES
POSITION: Program Analyst JS–1530-11/12	TYPE OF APPOINTMENT: Career Service		SALARY RANGE & BENEFITS: $49,479 - $64,323 DC Courts non-judicial employees receive federal retirement and benefits.
DIVISION: Research and Development	LOCATION: 515 5th Street, NW		TOUR OF DUTY: Full-time

Promotion Potential to JS-12

CANDIDATES WHO PREVIOUSLY APPLIED UNDER ANNOUNCEMENT NUMBER 03-03-024 STILL ARE UNDER CONSIDERATION AND DO NOT NEED TO REAPPLY

BRIEF DESCRIPTION OF DUTIES: The Research and Development Division conducts research, policy and management studies on court operations and administrative functions, manages grantseeking activities, prepares statistical reports, develops new programs and policies, and provides other technical assistance to the D.C. Courts. For example, the incumbent generates statistical reports, conducts data/caseload analyses on court operations, and undertakes special research studies and projects in support of the Division's technical assistance function, primarily for Family Court and other court operations. Develops research methodologies and implements procedures for data collection and maintenance, tabulation, analysis and presentation of quantified data in response to legislative reporting requirements. Develops the statistical format for collecting and reporting caseload data, based on accepted practices and standards. Develops computer programs using mainframe and PC-based applications, such as SAS, Excel and Access. Conducts advanced statistical analyses, such as multivariate analysis, inferential statistics, correlation and reliability tests and forecasting. Designs and maintains databases for special research projects and evaluative studies. Trains court staff to input data consistent with procedures necessary to generate accurate caseload and evaluative data.

MINIMUM QUALIFICATIONS: A bachelor's degree in social sciences, statistics or criminal justice, plus three years of experience as a data analyst or computer programmer. An advanced degree in computer science or social science research may be substituted for some work experience.

SUPPLEMENTAL RANKING FACTORS: The following factors will be used to rate your qualifications for the position. Please describe experience, training or education that indicates your level of qualification for each factor. Failure to respond specifically to each of the ranking factors will disqualify you from further consideration.

1. Knowledge of and experience with mainframe and PC-based computer applications, specifically SAS, Excel and Access, to program and perform statistical analyses and generate statistical reports.
2. Knowledge of accepted practices and standards used in the collection and reporting of statistical information and ability to recommend procedural modifications.
3. Ability to appropriately utilize advanced statistical procedures such as multivariate analysis, inferential statistics, correlation and reliability tests and forecasting.
4. Ability to write narrative reports, policy papers and memoranda, displaying data and quantitative findings, and presenting information in practical and applicable terms.
5. Ability to develop procedures for data collection and maintenance, and to instruct court staff to utilize these procedures.

SELECTION PROCESS: After review of applications and ranking factor responses, a test and structured oral interview will be required of the highest qualified candidates. Transcripts of college work and references may also be requested of those interviewed.

Submit Court Application and Ranking Factors to:
DC Courts, Human Resources Division, 515 5th St., NW, Room 213, Washington, DC 20001.
For further information call (202) 879-0496 or visit us on the web at www.dccjobs.gov